GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9225
FAX: (916) 323-1756

May 1, 2008

To: The Honorable William Bratton, City of Los Angeles Chief of Police
            The Honorable John McGinness, County of Sacramento Sheriff
            The Honorable William Lansdowne, City of San Diego Chief of Police
            The Honorable Robert Davis, City of San Jose Chief of Police

Subject: Internet Crimes Against Children Program (ICAC) Request for Application (RFA)
            FY 2008/09

        The Governor's Office of Emergency Services is pleased to announce the release of the
Internet Crimes Against Children Task Force Program (ICAC) Request for Application. This funding
opportunity is available to the four California ICAC Task Forces, which include the City of Los
Angeles Police Department; the County of Sacramento Sheriff's Department; the City of San Diego
Police Department; and the City of San Jose Police Department.

        It is anticipated that the four ICAC Task Forces will be allocated $250,000 each for the
12-month grant period beginning July 1, 2008 and ending June 30, 2009. There is no match
on allocated funds. Funding is contingent upon the passage of the State Budget Act,
successful project performance and compliance of the grant award agreement.

        Please note the deadline for submission of ICAC Program applications is Monday, June 2,
2008. All applications must be **postmarked by Monday, June 2, 2008, or hand delivered to this
office by 5:00 p.m. on the same day to:**
            Governor's Office of Emergency Services
            Law Enforcement and Victim Services Division
            3650 Schriever Avenue
            Mather, CA 95655
            Attn: ICAC RFA – Crime Suppression Section

        If you have questions or need assistance regarding this program or the RFA, please contact
Ann Saldubehere, Program Specialist, Crime Suppression Section, at 916-324-9225

                        Sincerely,

                        STACY MASON-VEGNA, Chief
                        Crime Suppression Section

cc: Detective III Brenda Pauly
    Lt. Bob Lozito
    Sgt. Chuck Arnold
    Sgt. Randy Schriefer

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

INTERNET CRIMES AGAINST CHILDREN PROGRAM (ICAC)

REQUEST FOR APPLICATION

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III. **FORMS** – Click (FORMS) to get the required forms listed below, *or* go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, *or* paste the following link into your browser:
w**ww.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm**

APPLICATION CHECKLIST AND REQUIRED SEQUENCE

APPLICATION COVER SHEET

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GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

INTERNET CRIMES AGAINST CHILDREN PROGRAM (ICAC)

REQUEST FOR APPLICATION

<u>PART I – INFORMATION</u>

A.   <u>INTRODUCTION</u>

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "*Recipient Handbooks.*"

B.   <u>CONTACT INFORMATION</u>

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

    Ann Saldubehere, Program Specialist
    Telephone: (916) 324-9225
    Fax: (916) 323-1756
    Email: ann.saldubehere@oes.ca.gov

C.   <u>APPLICATION DUE DATE AND SUBMISSION OPTIONS</u>

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1.   Regular and Overnight mail, **postmarked by Monday, June 2, 2008** to:

    Governor's Office of Emergency Services
    Law Enforcement and Victim Services Division
    3650 Schriever Avenue
    Mather, CA 95655
    Attn: ICAC – Crime Suppression Section

2.   Hand delivered by **5:00 p.m. on Monday, June 2, 2008** to:

    Governor's Office of Emergency Services
    Law Enforcement and Victim Services Division
    3650 Schriever Avenue
    Mather, CA 95655
    Attn: ICAC – Crime Suppression Section

D. ELIGIBILITY

The following four Internet Crimes Against Children Task Forces in California are solely eligible to receive funding under this Internet Crimes Against Children Program (ICAC):

> Los Angeles Police Department
>
> Sacramento County Sheriff's Department
>
> San Diego Police Department
>
> San Jose Police Department

E. FUNDS

The funding cycle for this award is 12 months, beginning July 1, 2008, and ending June 30, 2009. OES anticipates that a total of $1,000,000 in grant funds will be made available during the grant cycle, to be equally distributed at $250,000 per recipient.

Funding for ICAC is derived from State Restitution funds with no match requirement.

ICAC serves to expand the activities of the four existing ICAC Task Forces in California, involving the investigation, arrest and prosecution of individuals who use the Internet to exploit children and by increasing training opportunities to law enforcement and the public regarding cyber criminals who prey on children and teens, among other objectives.

F. PROGRAM INFORMATION

Funds provided under this program area intended to ensure that local law enforcement agencies are more adequately equipped to investigate computer crimes against children by offenders using the Internet, on-line communication systems, and other technologies; to provide educational programs aimed at law enforcement officers, teachers, parents, and children; to serve as a forensic resource to law enforcement agencies within each service area; to prosecute cases at the local, state, and federal level; and to participate in nationally-coordinated investigations.

OES requires each ICAC Task Force follow guidelines/protocols that are based upon the national ICAC guidelines/protocols for the investigation of child exploitation crimes.

1. Administrative Requirements:

a. *2006 Recipient Handbook*

The *2006 Recipient Handbook* contains administrative information and requirements necessary to implement the project. Projects must administer grants in accordance with the *2006 Recipient Handbook* requirements in effect at the time of grant award agreement. Failure to comply with these requirements can result in the withholding or termination of the grant award. The most current edition of the *2006 Recipient Handbook* can be located at www.oes.ca.gov.

b. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit reports required by the program. A 90-day status report detailing the activities during the

implementation period is required for all projects. Additionally, all projects will submit a six-month progress report covering the first six months, and a final progress report, which covers the entire 12-month period. Progress reports are due 30 days after the end of each reporting period.

c. Asset Seizure and Forfeiture Reporting

Projects receiving any grant-related funds are required to report project income. All projects will submit a Project Income Report on a quarterly schedule **only when** income was obtained within the reporting period. Project income is defined as any income resulting from grant-related activities, and may be utilized to meet the grant match requirements (if applicable). Asset forfeiture is included as project income, which could occur under the authorization of Penal Code §502.01. When a court case involving an asset seizure is completed, the forfeitures will be reported quarterly on the Project Income Reporting Transmittal (Form 234) as project income. Only the portion of funds forfeited and directly returned to the project will be reported on the Project Income Reporting Transmittal Form. Forfeitures do not become part of the award amount, but they can be documented as part of the project's match (if applicable).

According to guidelines, asset forfeiture funds are only to be expended in the following order:

1. Furtherance of the project activity;

2. Any criminal justice activity; or

3. Returned to OES.

OES leaves this decision at the local level; however, additional justification must be provided if selecting other than the first priority. Note: All forfeitures must also be reported in Progress Reports.

FORFEITED ASSETS THAT BECOME PROJECT INCOME *WILL NOT* BE DEDUCTED FROM THE ORIGINAL GRANT AWARD AMOUNT.

d. Funding Authorization

At the time of funding, each regional task force is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

e. Property Accountability

At a minimum, accountability, maintenance, loss/replacement, and transfer of equipment purchased through grant funds will be as outlined in §2350-2380 of the *2006 Recipient Handbook.*

f. Confidential Funds

Confidential fund expenditures are costs that will be incurred by law enforcement agencies using project personnel working in an undercover or other investigative capacity. It may include the purchase of information, physical evidence (e.g., stolen high technology hardware or counterfeit software), or services. Confidential fund

expenditures are only allowable for projects to state or local law enforcement agencies. All confidential funds must be expended within the award period or reallocated via a modification request prior to conclusion of the award period.

Confidential funds are those monies allocated to the purchase of services (P/S), purchase of evidence (P/E), and purchase of specific information (P/I). These funds should only be allocated when:

1. The particular merits of a program/investigation warrant the expenditure of these funds.

2. Requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard, the approving agency must also ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

Confidential Funds Certification - A signed certification that the project director has read, understands, and agrees to abide by these provisions is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of the grant application.

g. Source Documents

Applicants are reminded that source documentation must be maintained for three years from the conclusion of the award period.

2.   Program Goals:

The applicant shall address and provide expected projections for each of the following goals established for the ICAC Program:

a. Serve as a resource for communities and agencies within its geographic service area.
b. Conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth.
c. Serve as a forensic resource to affiliate agencies and other agencies within the Task Force's   geographical area of service.
d. Assist with the effective prosecution of cases at the appropriate level.
e. Will effectively respond to referrals from agencies (other Task Forces, federal partners, cybertips, etc.)
f. Engage in law enforcement and community outreach activities to include training, prevention, and education activities.
g. Formalize law enforcement partnerships through a signed Memorandum of Understanding (MOU) which adopts federal ICAC Task force investigative standards.
h. Provide financial assistance through partner agencies through training opportunities, equipment, etc., as funding allows.
i. Participate fully in nationally-coordinated investigations.

3. Source Documentation

The applicant, when approved for funding, is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the grant award agreement. Information includes, but is not limited to the following:

- The number of high technology crime cases filed. (Defined as the number of defendants charged with a high technology crime case).

- The number of high technology crime cases investigated. (Defined as the number of defendants investigated for committing high technology crimes).

- The number of victims involved in the cases filed. (Counting each victim once whether victimized once or multiple times by the suspect in the individual case).

- Number of arrests. (Defined as the number of suspects arrested).

- The number of convictions obtained. (Defined as a defendant(s) in one case convicted of one or more charges. If more than one defendant on one case, each defendant that is convicted will be reported).

- The total aggregate monetary loss suffered by the victims, (from the cases filed) including individuals, associations, institutions, corporations, and other relevant public entities, according to the number of cases filed, investigations, prosecutions, and convictions obtained as a result of the high technology crime cases filed and those under active investigation.

- The amount of funds received and expended; and

- The use to which those funds were put, including payment of salaries and expenses, purchase of equipment and supplies, and other expenditures by type.

Grant-related case files and an automated record tracking system should be maintained at the location where the grant activities occur.

Projects must have on file written job-specific descriptions for all positions funded by a grant (*2008 Recipient Handbook* §2120). These job descriptions must detail specific grant-related project positions and activities, e.g., project staff, investigator, prosecutor, forensic computer analyst, etc. Where applicable, job descriptions will also include a statement addressing what position will be responsible for tracking project activities and maintenance of source documentation that supports data reported on progress reports.

4. Mandated Progress Reports

OES is obliged to ensure that funds received in support of this program are used effectively and efficiently. In order to receive funding under this state authorized program, city and county participants who received ICAC funds must collect and maintain statistics to be used in the OES semi-annual progress report.

G.   PREPARING AN APPLICATION

FORMS includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance -
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

INTERNET CRIMES AGAINST CHILDREN PROGRAM (ICAC)

REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *"Forms"* (FORMS) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was identified in the previous year funding application. The problem statement can be summarized in one to two sentences. If necessary, update the target area, populations and/or crime trend statistics.

2. Plan and Implementation

Plan: The plan is presented in the first year of funding.

Implementation: The applicant's ability to implement the plan is presented in the first year of funding.

Objectives and Activities: This section of the application describes the goals for each component of the ICAC Program. Under each objective, describe the activities that will be implemented by the project and the predicted results (goals) that will be achieved during the 12-month grant award period. Projects funded under this program must implement objectives 1 through 9. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.

Objective #1: The Task Force will serve as a resource for communities and agencies within its geographic area.

- Activities*
- Projected Goals: ____ (Name) *Number* **of ICAC-related referrals and requests received and forwarded to the (appropriate agency).**

Objective #2: The Task Force will conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth.

- Activities*
- Projected Goals: ____/____ *Numbers* **of** *reactive* **and** *proactive* **cases investigated.**

Objective #3: The Task Force will serve as a forensic resource to affiliate agencies and other agencies within the Task Force's geographical service area.

- Activities*
- Projected Goals: ____ *Number* **of forensic examinations completed.**

Objective #4: The Task Force will assist, to the extent possible, with the prosecution of cases at the appropriate level.

- Activities*
- Projected Goals: ____/____/____ *Numbers* **of cases submitted for** *federal*, *state*, **and** *local* **prosecution.**

Objective #5: The Task Force will effectively respond to referrals from agencies (other task forces, federal partners, cybertips, etc.).

- Activities*
- Projected Goals: ____ *Number* **of ICAC-related referrals to which the Task Force responded.**

Objective #6: The Task Force will engage in law enforcement and community outreach to include training, prevention, and education activities.

- Activities*
- Projected Goals: ____/____ *Numbers* **of** *community outreach* **and** *law enforcement* **presentations conducted.**

Objective #7: The Task Force will formalize law enforcement partnerships through signed Memoranda of Understanding (MOUs) which includes adoption of federal ICAC Task Force investigative standards.

- Activities*
- Projected Goals: **A Memorandum of Understanding signed by all partner agencies which includes adoption of federal ICAC Task Force investigative standards.**

Objective #8: the Task Force will provide financial assistance to participating agencies through training opportunities, equipment, etc., as funding allows.

- Activities*

- Projected Goals**: ____ (Name) *Amount* **of assistance provided to (participating agency).**

Objective #9: The Task Force will fully participate in nationally-coordinated investigations.

- Activities*

- Projected Goals: ____ *Number* **of nationally-coordinated investigations in which the Task Force participated.**

* List Activities in narrative or bullet form, separately from Projected Goals.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include *only* those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a *line item* budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.

- How funds are allocated to minimize administrative costs and support direct services.

- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.

- How project-funded staff duties and time commitments support the proposed objectives and activities.

- Proposed staff commitment/percentage of time to other efforts, in addition to this project.

- The necessity for subcontracts and unusual expenditures.

- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* (**FORMS)** with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;

- Operating Expenses; and

- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook,* Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. **Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than $5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

All applicants must budget for a minimum of one OES-sponsored training session during the grant year. **A minimum of two project staff from each participating agency must attend each training conference**. One of the project staff must be the financial officer, or his/her designee, listed on the Grant Award Face Sheet.

c. **Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having *a useful life of more than one year* and an acquisition cost of $5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C.   <u>APPLICATION APPENDIX</u>

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- The Application Appendix must include a **current organizational chart** with all positions funded by the project, including supervisors as appropriate. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision.   Job titles on the organizational chart must match those in the Budget.

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must

demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *"Forms"* (FORMS).

- Project Contact Information

- Project Summary

- Project Service Area

- Signature Authorization

- Noncompetitive Bid Request Checklist (if applicable)

- Out of State Travel Request, OES 700 (if applicable)

- Computer and Automated Systems Purchase Justification Guidelines (if applicable)